

University of Waterloo

COMPUTING TECHNOLOGY AND SERVICES COMMITTEE

Minutes of the Meeting held September 21, 2009

PRESENT: Alan George (Chair), Melissa Conrad (Secretary), Bill Baer, Allan Bell, Jim Bell, Bruce Campbell, Andrea Chappell, Marko Dumancic, Erick Engelke, Bob Hicks, Bill Ince, Paul Miskovsky, Victor Neglia, Terry Stewart, Jason Testart, Martin Timmerman, Roy Wagler

Eva Grabinski

1. WATERLOO CONTENT MANAGEMENT SYSTEM PROJECT, Eva Grabinski

Eva Grabinski provided a [status update](#) on the Content Management System Project. Topics included:

- [Project Charter](#)
- Staff Training
- Project Team
- Planning Documentation Underway
- Bridging with Web Redesign Project

While it is understood that in order to keep the project manageable, integration with other campus information systems has been excluded from the scope, it is important to look at how they will integrate before we build. We should be careful not to build in a way that will prohibit integration down the road.

Education and communication initiatives should begin as early in the process as possible. The sooner we explain what we are proposing to do and what the opportunities are, the better. Units need time to decide how best to redesign content. Also, Faculties have commonalities and those in charge of information architecture will have an opportunity liaise with others.

It has not been 100% determined, but it is expected that this system will be a combination of a central and distributed environment.

As requested by members of the committee, Grabinski will ask for the technical documentation to be provided as soon as possible.

2. CHAIR'S REMARKS

None.

3. APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 10, 2009

The minutes of the meeting of September 10, 2009, were approved as distributed.

4. CTSC SPONSORED PROJECTS (*ideas from the last meeting*)

The committee decided to defer discussion of project ideas until after each group has had an opportunity to present during the roundtable discussions.

5. ROUNDTABLE DISCUSSION (*continued*)

The roundtable discussion was continued to summarize:

- Areas of expertise within group
- Local implementations that might have campus-wide use
- Projects currently underway
- Projects to undertake if time and resources allow
- Best practices in IT service solutions

The following reports were presented and discussed at the meeting:

[Library](#)

[Engineering](#)

[Housing](#)

[IST, Computing Systems Services and Network Services](#)

The items listed below were flagged for further discussion:

- Online Faculty Information System and OFAS Online Faculty Application System (also referenced at the last meeting)
- Virtualization
- Disaster Recovery Planning
- Backup Charges
- BlackBerry Support Model

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6. OTHER BUSINESS

None.

7. NEXT MEETING

The next CTSC meeting will be held Thursday, October 8, 2009 at 2:00pm, in MC 2009.

/mlc
September 28, 2009

Melissa Conrad
Secretary to the Committee